



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 26418

A position will be filled in one of the following titles and will be dependent on the qualifications of the applicant selected.

POSITION TITLE: PRINCIPAL COURT ATTORNEY (TRIAL PART) TO ACTING JUSTICE JG - 31

BASE SALARY: \$126,278 + \$4,775 LOCATION PAY

QUALIFICATIONS: Admission to the New York State Bar; and Two (2) years of service in the Associate Court Attorney (Trial Part) to Acting Justice title; or Five (5) years of relevant legal experience, including up to 18 months of pre-admission experience.

DISTINGUISHING FEATURES OF WORK: Principal Court Attorneys (Trial Part) to Acting Justice are assigned full-time to judges designated as Acting Justices of the Supreme Court for one or more full terms. Principal Court Attorneys (Trial Part) to Acting Justice are responsible for researching and analyzing uniquely intricate, complex, and sensitive legal issues and questions and for providing other personal and confidential assistance to an Acting Justice of the Supreme Court.

POSITION TITLE: ASSOCIATE COURT ATTORNEY (TRIAL PART) TO ACTING JUSTICE JG - 28

BASE SALARY: \$107,629 + \$4,775 LOCATION PAY

QUALIFICATIONS: Admission to the New York State Bar; and One year of service in the Senior Court Attorney (Trial Part) to Acting Justice title; or Three (3) years of relevant legal experience, including up to 18 months of pre-admission experience.

DISTINGUISHING FEATURES OF WORK: Associate Court Attorneys (Trial Part) to Acting Justice are assigned full-time to judges designated as Acting Justices for one or more full terms. Associate Court Attorneys (Trial Part) to Acting Justice are responsible for researching and analyzing complex and difficult legal issues and questions and for providing other personal and confidential assistance to an Acting Justice of the Supreme Court.

POSITION TITLE: SENIOR COURT ATTORNEY (TRIAL PART) TO ACTING JUSTICE JG - 26

BASE SALARY: \$96,594 + \$4,775 LOCATION PAY

QUALIFICATIONS: Admission to the New York State Bar; and Two (2) years as a Court Attorney (Trial Part) to Acting Justice; or Two (2) years of relevant legal, including up to 18 months pre-admission experience.

DISTINGUISHING FEATURES OF WORK: Senior Court Attorneys (Trial Part) to Acting Justice are assigned full-time to judges designated as Acting Justices of the Supreme Court for one or more full terms. Senior Court Attorneys (Trial Part) to Acting Justice work with substantial independence from supervision and are responsible for researching and analyzing legal issues and questions and for providing other personal and confidential assistance to an Acting Justice of the Supreme Court.

POSITION TITLE: COURT ATTORNEY (TRIAL PART) TO ACTING JUSTICE JG - 24

BASE SALARY: \$86,737 + \$4,775 LOCATION PAY

QUALIFICATIONS: Graduation from an accredited law school; and Admission to the New York State Bar within eighteen (18) months of appointment.

DISTINGUISHING FEATURES OF WORK: Court Attorneys (Trial Part) to Acting Justice are assigned full-time to judges designated as Acting Justices of the Supreme Court for one or more full terms. Court Attorneys (Trial Part) to Acting Justice are responsible for researching and analyzing legal issues and questions and for providing other personal and confidential assistance to an Acting Justice of the Supreme Court under direct supervision.

LOCATION: SUPREME COURT, KINGS COUNTY - CIVIL TERM

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

ASSIGNMENT: This position is assigned to Acting Supreme Court Justice located in Kings County. Duties include, but are not limited to: researching and analyzing legal questions and issues; conferring with and advising judge on legal issues; writing confidential legal memoranda and recommending decisions; drafting confidential opinions, decisions, orders, and correspondence; and arranging and conducting conferences with litigants and other parties to action.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work performed by persons assigned to this title. They do not include all job duties performed by employees in the title, and every position does not necessarily require these duties. Although a position is available and situated at a specific location, the appointee may be subject to reassignment to any position in the same title in this promotion unit dependent upon the needs of the Unified Court System. All applications received from this announcement may be used to fill any vacancies in this title that may occur in this court or agency within the next six (6) months. Position(s) available at the present time: 1.

APPLICATION PROCEDURES: All interested persons meeting the minimum qualifications must submit a UCS-5 Application for Employment form (obtainable from any administrative office in a court building or on the web at www.nycourts.gov/careers/UCS5.pdf) a resume including specific dates of relevant experience and writing samples by email with the subject line "Court Attorney Position" to Dneckles@nycourts.gov

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)

POSTING DATE: March 15, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: April 12, 2024

The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.
